

2010	NOVEMBER					2010
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31-Oct	1	2	3	4	5	6
	Last Day Timesheet Entry: Employee/Timekeeper	Last Day Timesheet Entry: Supervisor	Last Day Timesheet Entry: Agency Central/Division TL Administrator	DoHR/BA CUTOFF DAY	DoHR Processing Day	Lockout in Effect
	Correct Exceptions Time Admin 10AM & Midnight	Last Day NeoGov Entry (Agencies)	Last Day HR Entry (Agencies) 4:30PM	NO UPDATES TO JOB DATA (AGENCIES)	NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect	No Time Admin
	Preliminary Calc (No Time)	Correct Exceptions Time Admin 10AM & Midnight	Correct Exceptions Time Admin 10AM & Midnight	Time Admin 10AM & Midnight - Last Global Time Admin	No Global Time Admin Last Ad Hoc Time Admin (DoHR only) Noon	
	Mail Off-Cycle Checks	Time Load Preliminary Calc	Time Load Preliminary Calc	Issue Lost Checks	Agencies to approve all payable time by 1PM	
	Mid-Pay Period HR Change Process (PY042)	Mid-Pay Period HR Change Process (PY042)	Mid-Pay Period HR Change Process (PY042) 11:45PM	Final Time Load 2PM Preliminary Calc 4:30PM		
7	8	9	10	11	12	13
No Time Admin	Final Calc & Confirm Day	Begin Off-Cycle Processing	Off-Cycle Processing	HOLIDAY Veteran's Day	Off-Cycle Processing	Time Admin 10AM & 6PM
Lockout in Effect	NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect	Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM	Time Admin 10AM & 6PM	Time Admin 10AM & 6PM	Cutoff for Off-Cycle Actions to PY (DoHR) 10:30AM	
	No Time Admin	No Time Admin	Mail On-Cycle Checks		Time Admin 10AM & 6PM	
	Final Calc Confirm	Absence Mgmt Processing & Balance Update				
	Absence Mgmt Processing					
14	15	16	17	18	19	20
Time Admin 10AM & 6PM	PAYDAY					
	Time Admin 10AM & 6PM					
	Confirm Off-Cycle					

**NOTES:** Please note the short Off-Cycle processing period.

Please note the following permanent changes: 4:30PM Lockout on DoHR/BA Cutoff Day (in effect until the day after Final Calc & Confirm Day; Preliminary Calcs until Final Calc & Confirm Day

2010	NOVEMBER						2010
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
14	15	16 Last Day Timesheet Entry: <u>Employee/Timekeeper</u>  Last Day Timesheet Entry: <u>Supervisor</u>  Last Day NeoGov Entry <u>(Agencies)</u>  Correct Exceptions Time Admin 10AM & Midnight  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)  Mail Off-Cycle Checks	17 Last Day Timesheet Entry: <u>Agency Central/Division TL Administrator</u>  Last Day HR Entry <u>(Agencies) 4:30PM</u>  Correct Exceptions Time Admin 10AM & Midnight  Time Load Preliminary Calc  Mid-Pay Period HR Change Process (PY042)	18 DoHR/BA CUTOFF DAY  NO UPDATES TO JOB DATA (AGENCIES)  Time Admin 10AM & Midnight - Last Global Time Admin  Issue Lost Checks  Time Load 2PM Lockout 4:30PM Preliminary Calc  Mid-Pay Period HR Change Process (PY042) 11:45PM	19 DoHR Processing Day  NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect  No Global Time Admin Last Ad Hoc Time Admin (DoHR only) Noon  Agencies to approve all payable time by 1PM  Final Time Load 2PM Preliminary Calc 4:30PM	20 Lockout in Effect  No Time Admin	
21 No Time Admin  Lockout in Effect	22 Final Calc & Confirm Day  NO UPDATES TO JOB DATA (AGENCIES, DoHR, BA) - Lockout in Effect  No Time Admin  Final Calc Confirm  Absence Mgmt Processing	23 Begin Off-Cycle Processing  Cutoff for Off-Cycle Actions to DoHR (Agencies) 4:30PM  No Time Admin  Absence Mgmt Processing & Balance Update	24 Off-Cycle Processing  Time Admin 10AM & 6PM  Mail On-Cycle Checks	25 HOLIDAY Thanksgiving  Time Admin 10AM & 6PM	26 HOLIDAY Thanksgiving (Columbus Day Observed)  Time Admin 10AM & 6PM	27 Time Admin 10AM & 6PM	
28 Time Admin 10AM & 6PM	29 Off-Cycle Processing  Cutoff for Off-Cycle Actions to PY (DoHR) 10:30AM  Time Admin 10AM & 6PM	30 PAYDAY  Time Admin 10AM & 6PM  Confirm Off-Cycle	1-Dec	2-Dec	3-Dec	4-Dec	

**NOTES:** Calendar dependent on Governor's decision regarding Columbus Day.

Please note the short On-Cycle and Off-Cycle processing periods.

Please note the following permanent changes: 4:30PM Lockout on DoHR/BA Cutoff Day (in effect until the day after Final Calc & Confirm Day; Preliminary Calcs until Final Calc & Confirm Day